

E.R. -8-2861

215 HOUSE OF REPRESENTATIVES
WASHINGTON, D.C.

Congress of the United States
House of Representatives

SUBCOMMITTEE ON MANPOWER UTILIZATION
AND DEPARTMENTAL PERSONNEL MANAGEMENT

OF THE
COMMITTEE ON POST OFFICE AND CIVIL SERVICE

May 17, 1956

Beck 1312

56-1975

Ellis 2089

Honorable Allen W. Dulles
Director, Central Intelligence Agency
1600 L Street, N.W.
Washington, D.C.

Dear Mr. Dulles:

The Subcommittee on Manpower Utilization and Departmental Personnel Management expects to issue an interim report on manpower utilization. In its preliminary report in January 1956, the Subcommittee did not report on the actions taken by your agency to improve manpower utilization. However, it is contemplated that your agency will be included in the Subcommittee's June 30th report. It is therefore requested that a special report be submitted for the information of the Subcommittee by July 6, 1956. This report should contain:

1. A brief summary of results achieved from January 1 to June 30, 1956, in conjunction with the Subcommittee's program, including a statement of the actions taken, the recommendations made, the recommendations adopted and the savings achieved;
2. The current status of your manpower utilization program, including a statement as to the studies under way and any recommendations under consideration with an estimate of the potential savings related thereto; and
3. Your proposed program to improve manpower utilization during the first six months of fiscal year 1957, including such actions as strengthening your manpower management staff, developing a functional reporting system, selecting functions for survey and developing staffing standards.

Since this report will be appended to the Subcommittee's report, it is requested that it be as concise as possible yet include all pertinent information. The Subcommittee is particularly interested in being advised as to the manpower savings resulting from functional surveys completed and the status of such surveys still in process. It is requested that the submission of this report not be delayed in order to secure data on total employment for June 1956.

Your cooperation will be appreciated.

Sincerely yours,

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James C. Davis, Chairman